# Staying in work

## About this factsheet

If you have experienced a change in your sight, a change in your working environment or a change of job you may need help and support to stay in work. This factsheet gives an overview of the support and services that can help you. It is common for people who are going through changes at work, or who are not getting the support they need, to feel anxious and unsure of what to do. When you are in this situation it is important to get advice. There are a range of products and services that can help you to do your job to the best of your ability.

This factsheet is part of a series of factsheets on employment issues. At the end you will find the full list, and details of where to find them.

### Contents

1. Talking to your employer
2. Overview of support
3. Support Workers
4. Travel to work and in work
5. Access to Work
6. Contacts at work
7. Occupational Health
8. Contacts outside work
9. Introduction to Access Technology
10. Staying in work checklist
11. Employing a blind or partially sighted person
12. Other factsheets in this series

### For further information

RNIB Helpline can give you advice and guidance or refer you to an employment specialist for further advice relating to your employment situation. RNIB Helpline can also help you by providing information and advice on a range of topics, such as eye health, the latest products, leisure opportunities, benefits advice and emotional support.

During the Covid crisis, you may have experienced changes to your job role. RNIB can provide information, advice and guidance for you and your employer, below are three factsheets specific to the Covid crisis.

* [Working from home safely](https://www.rnib.org.uk/professionals/employing-blind-or-partially-sighted-person/working-home)
* [Five steps for making the workplace safer for employees with sight loss](https://www.rnib.org.uk/professionals/employing-blind-or-partially-sighted-person/five-steps-making-workplace-safer-employees-sight-loss)
* [Risk assessment guidance for employers](https://www.rnib.org.uk/professionals/employing-blind-or-partially-sighted-person/risk-assessment-guidance-employers)

For further support please contact RNIB Helpline on **0303 123 9999** or email [helpline@rnib.org.uk](mailto:helpline@rnib.org.uk). We're open 8am-8pm weekdays and 9am-5pm on Saturdays. Our Helpline team can give you advice and point you to the services that can help you face the future with confidence.

## 1. Talking to your employer

There are no hard and fast rules in relation to disclosure and it is up to you to decide if you let an employer know that you are losing your sight.

In addition, telling your employer about your sight loss means that they can help you with the wide range of support available to assist you to do your job.

The Equality Act says that employers have a legal duty to make reasonable adjustments for disabled people. Your employer only has to make adjustments if they know you are disabled. This is a point for you to bear in mind when you are thinking about whether to disclose your disability.

Examples of the sort of adjustments your employer could consider, in consultation with you, include:

* providing modified equipment. Telling your employer about your sight loss means that they can help you source the wide range of access technology available to help you do your job, from large screen monitors and magnification software, to programmes that read text to you through headphones
* providing a Support Worker (e.g. a reader)
* adjusting the buildings where you work
* being flexible about the hours you work
* providing time off to have assessment, treatment or rehabilitation
* providing training, or retraining, if you can't do your current job due to your sight loss
* making instruction manuals and / or work-related systems more accessible
* reallocating some minor duties to another colleague
* transferring you to another post or another location.

Although you may be uncertain about how your employer may react, there are many good reasons for telling your employer. If you have been certified as severely sight impaired (blind) or sight impaired (partially sighted) by a consultant ophthalmologist, then you are automatically protected under the Equality Act.

If you have not had your sight loss certified but believe you have been discriminated against because you have sight loss, you may still be protected under the Equality Act.

You can play an active role in discussing these arrangements with your employer. You might also want to encourage your employer to speak to someone with expertise in providing work-related help for disabled people, such as an Occupational Health Adviser or RNIB.

RNIB can carry out a work-based assessment and make recommendations on the equipment, software, and adjustments that would better allow you to fulfil your role. This may make the difference that will enable you to retain your job.

Access to Work is a scheme run by Job Centre Plus. The scheme provides advice and practical support to disabled people to enable them to work along-side their colleagues. For more detailed information on the scheme, please download our factsheet:

<https://www.rnib.org.uk/information-everyday-living-work-and-employment-practical-support/access-work-scheme>

There is nothing in the Equality Act that states that you must tell your employer about your disability, but if you don't declare a disability, an employment tribunal might decide that your employer was justified in failing to make adjustments for you. However, it could also decide that your employer could reasonably be expected to know about your disability even if you have not declared it.

It is worth remembering that if your employer does not know you have a disability, they cannot make any adjustments to help you succeed in your job.

For more information about your rights, we produce a factsheet entitled **Your rights in employment**. Details of where to find this factsheet can be found in Section 12 (Other factsheets in this series)

## 2. Overview of support

### 2.1 Access technology

There are a wide range of access technology products available on the market to help you in your job. For example, it is possible to get software that magnifies a portion of a monitor, or a video magnifier can help you to see documents more clearly. The type of technology products that you need will depend on your specific eye condition and the nature of your job. Access technology can be funded through the Access to Work scheme.

In section nine of this factsheet you will find an **Introduction to Access Technology**, with information on the different types of access technology products on the market. You might also like to visit the RNIB shop at [www.rnib.org.uk/shop](http://www.rnib.org.uk/shop) where you'll find some assistive technology products.

### 2.2 Low tech solutions

It is not possible to use access technology to solve every problem you might encounter. For example, many photocopiers use a touch-screen display to select copying options. In this situation it is possible to use a ‘low tech’ solution to the problem, so it may be possible to get a tactile overlay for the screen, or various functions could be programmed into the copier for you to easily select via the keypad.

### 2.3 The working environment

There are a number of adaptations that can be made to the working environment to help you in your job. For example, if you find conditions too bright or too dark then adjustments can usually be made to the lighting levels. It may be possible to fit guide rails or tactile flooring to help you get around safely and confidently. All these adaptations may be funded through the Access to Work scheme.

Access to Work is a scheme run by Job Centre Plus. The scheme provides advice and practical support to disabled people to enable them to work along-side their colleagues. For more detailed information on the scheme, please download our factsheet:

<https://www.rnib.org.uk/information-everyday-living-work-and-employment-practical-support/access-work-scheme>

Due to Coronavirus more of us are working from home now and there may be specific adaptations needed to allow you to do this. It is important to remember that if you are already in receipt of Access to Work, they are currently requesting that you contact them if your support needs have changed.

More information can be found in the links below:

<https://www.gov.uk/government/publications/access-to-work-factsheet/access-to-work-factsheet-for-customers>

<https://www.rnib.org.uk/sight-loss-advice/equality-rights-and-employment/employment-news/five-tips-working-home-people-sight-loss>

## 3. Support Workers

Despite the developments in technology, there may be aspects of your job that you cannot do because of your sight problem. In this instance you may consider using a support worker to help with these tasks. If you are currently using a Support Worker and have been required to alter your working pattern and working environment, due to the Covid crisis, the following information produced by the Department for Work and Pensions (DWP) will provide further guidance on this. <https://www.gov.uk/government/publications/access-to-work-factsheet/access-to-work-factsheet-for-customers>

### 3.1 Possible areas of support

Your exact needs for using a support worker will depend on your area of work, but generally a support worker will be able to offer help with:

* reading
* completing tasks that need to be handwritten
* driving
* guiding
* describing diagrams.

### 3.2 Funding

The Access to Work scheme (AtW) covers all the costs of recruiting and employing a support worker. For more information about making an AtW claim see the **Access to Work** factsheet in this series. Details of where to find this are given in Section 12 (Other factsheets in this series).

### 3.3 Employing a support worker

If you secure funding for a support worker from AtW, there are several ways you can employ them:

#### 3.3.a Your employer provides the support worker via an employment agency

Your employer uses agencies to provide support workers on a long term or temporary basis. AtW will generally fund agency rates but will only approve the cheapest of three quotes that you are required to obtain. The advantages are that some agencies can provide a permanent support worker to ensure consistency, but they can also provide support on an ad hoc basis if it is required regularly. The agency will also handle most of the employment issues. The disadvantage is that some agencies can impose minimum booking times, booking durations and cancellation charges. In addition, sometimes AtW will not fund agency rates as they argue that there is a more cost-effective alternative.

#### 3.3.b The support worker is self-employed

If a potential support worker can be found who is self-employed this is another option. Depending on the AtW region, support workers can either be paid by your employer or by AtW directly. The advantages are that all employment issues are the responsibility of the support worker and if there are any problems, the arrangements can be terminated. The main disadvantages are that it can be difficult to find someone who is self-employed and that there is no cover when the support worker is on leave.

#### 3.3.c You employ the support worker

You may choose to employ a support worker directly – perhaps using a friend or relative, in which case you will need to check with the AtW Advisor if this is a possibility. This approach can mean that you develop transferable management and personnel skills and experience for the future. The advantages are that you may choose a support worker you know, which may provide flexibility and a good working relationship. The disadvantages include the recruitment and management responsibilities, arranging cover when the support worker is on leave, and the fact that your employer will have no control over the process and there may, in some cases, be tax implications.

#### 3.3.d Your employer provides the support worker via an existing employee

If there is an existing part-time employee who is willing to work extra hours as a support worker, or a full-time employee with spare hours, they can be the support worker. Any hours spent doing this role can be claimed back from Access to Work. This option is often appropriate for one-off travel support, for example, a sighted guide for conference or overseas travel. The advantages are that you may choose a support worker that you know, flexibility and a good working relationship. The disadvantages are that this option is only appropriate for ad hoc support. The support worker could not work additional hours on a regular basis without their contract reflecting this.

### 3.4 Employing your own support worker

If you decide to employ a support worker yourself there are several things to consider. Doing so will make it easier for you to select the person who provides support to you, giving you greater control of the process. However, employing someone yourself will mean added complexity as you will be classed as an employer. This means that you will have to consider issues surrounding Income Tax, paying statutory sick pay and insurance. In addition, you may be required to pay the support worker yourself and then claim the money back from Jobcentre Plus, which can be a substantial financial burden.

### 3.5 Recruiting a support worker

Your options for recruiting a support worker depend on how they are employed. If it is an agency or your employer, then they will have processes in place for recruitment and selection. If you are to employ them yourself then you could consider friends, family or a wider recruitment.

Regardless of who employs the support worker, it is vital that you are involved in the selection process at every stage and that you have input into the final choice. When considering the issues of how you will work together only you can assess the many factors that need to be considered.

### 3.6 Paying a support worker

The AtW team will provide you with form DP222 Application for reimbursement of Support Worker costs. You and your employer will need to complete this form for payment for the agreed period and send it to your AtW team. The form allows for four weeks, but you may agree to claim weekly or monthly.

Payments are generally made by payable order, either to you, your support worker, agency or employer, as previously agreed. Full instructions regarding this are provided with the form or you can ask the AtW Adviser to explain how the form should be completed. It is possible to design your own accessible form for use with Jobcentre Plus if this is agreed beforehand and follows the structure of the printed form.

### 3.7 Managing the relationship

#### 3.7.a How will I work with my support worker?

Your relationship with your support worker needs to be a professional one, where you are clearly in charge. However, it is also a very close relationship and it is essential that you can get on well with your support worker.

You will need to consider the person's voice, their availability and flexibility. You will need to consider whether you will be happy working closely with them and whether you can trust them with sensitive information. If you have a guide dog, check that your support worker understands how the dog interacts with you.

#### 3.7.b How many hours a week can I have a support worker?

With your AtW Adviser you will need to estimate how many hours per week you will need a support worker. It is important to establish the maximum time you are likely to need a support worker as you can always use and claim less.

#### 3.7.c How will this affect my independence?

The support worker is there to assist you, and not to take away any of your responsibility for your work or decisions. Unless you agree, all communication with other people should be directly through you.

#### 3.7.d What effect will this have on colleagues?

Your colleagues and managers will need to understand the role of your support worker. In small or open plan offices you will need to consider whether having a support worker may be intrusive for others, or whether it would be best to work with your support worker away from your workplace for some of the time. If your support worker also works for your employer, you and your manager will need to be clear when they are working for you.

#### 3.7.e What about sensitive information, security and confidentiality?

Support workers will be expected to agree to all employers’ policies and codes of conduct. In addition, they will be expected to treat everything you both work on in the strictest confidence.

### 3.8 Issues to consider

#### 3.8.a Who will train the support worker to do their job?

It will be helpful if your support workers attend your employer’s induction courses to gain an understanding of their business and your job. However, the development of working practices will be mainly your responsibility. Only you can work out how best you can work together. Advice can also be gained from agencies such as RNIB and other people using support workers.

#### 3.8.b What happens when I'm on holiday or off sick?

Your support worker can only be employed when you are working. Therefore, if you are employed on a relatively long-term basis, the rate of pay will need to reflect that they will not be working for some weeks of the year.

#### 3.8.c What if my support worker is on holiday or off sick?

You will need to have the flexibility built into any arrangement with your employer or external agency to bring in a temporary replacement. As before, you will need to be involved in this selection, but bear in mind that this will only be for a short time, so more flexibility may be needed all round.

#### 3.8.d Can I have driver support or assistance with work-related travel?

A requirement of your job may be to travel to a variety of places, not necessarily serviced well by public transport. Do not be put off because of not being a car driver. Driver support can be provided if it is the only or most cost-effective way of meeting this need.

Remember AtW will only provide support for additional costs related to disability needs. The employer must meet their obligations to pay for travel within work at the same rate they pay their other staff. For example, AtW pays for the support driver hours, but the employer provides the vehicle and petrol costs.

### 3.9 Reviewing the situation

It is important that you regularly review the effectiveness of your support worker. Everyone needs to be realistic about this complex relationship. If there are difficulties with your support worker, try to communicate with them directly. This may be a new experience for both of you, so you may need to work through some issues. If you cannot resolve them this way, you will need to involve a third party either from your employer or an outside agency. If all else fails, you may need to terminate the arrangement and seek an alternative support worker.

## 4. Travel to work and travel in work

It is possible that you are no longer able to drive due to sight loss. If this is the case then travel to work or travel in work may be an issue, particularly if you can’t use public transport. It may be possible to get support through the Access to Work scheme to help meet the extra costs of travelling by taxi.

Access to Work can also fund route learning and mobility training. This can be done if it is going to help you to retain your job; or if it is training you will need to take up the job.

**4.1 Sighted Guiding**

If you are having to travel to work. The Rehabilitation Workers Professional Network (RWPN) has provided the following guidance in relation to Outdoor Sighted Guidance.

**Sighted-guiding is not conducive to social distancing so, it should only be used where absolutely necessary. If the presence of COVID-19 is confirmed or suspected amongst any family member of the person you are guiding, then an individual should not be undertaking or supporting guidance in the person’s presence. This needs to be confirmed on the day.**

**Sighted-guiding in open space carries fewer risks than in confined spaces. Time spent sighted-guiding even in open spaces should be kept to a minimum.**

Where possible, ask a family member to attend any orientation and mobility session where sight-guiding might be required so they can also provide guiding.

Prior to meeting up, agree that all parties will need to wear a non-surgical face covering and that conversation will be kept to a minimum (not least because it is hard to hear conversation from someone with a covering).

Request that the person requiring guiding is wearing the face covering before they meet you and remind them not to touch the covering at any point.

Prior to meeting up, confirm the procedures you will go through (below) so that the individual can prepare and save time on conversation when you meet. Check whether there is any health condition such as asthma that may make wearing a face covering difficult. If wearing a face covering or visor is not possible it may not be possible to guide someone.

1. Apply sanitizing gel prior to the session then put on your face covering. Carry gel with you.
2. Squeeze gel into the hand of the person you are guiding and ask them to gel their hands.
3. Guide the individual on the side away from the kerb (i.e. guide them on the “inner shoreline” unless the individual would hear better if guided on the other side. If the individual owns a white cane of any description, recommend they hold that vertically in their other hand to notify others that you may need extra space.
4. The guiding person should only talk forwards and the person being guided should face away from the person guiding them when speaking.
5. Use gel or anti-viral wipes to wipe down door handles and any other surfaces encountered on route.
6. At the end of the session ensure the guided person is in a safe and familiar location and provide them with a squirt of gel. Ask them to remove their face covering when they are indoors and remind them to wash it. You should then remove your own face covering and set aside for washing and then apply hand gel to your own hands.

## 5. Access to Work

Access to Work (AtW) can help fund extra costs in work that result from your sight loss. This funding can take the form of providing technology, workplace adjustments, covering the costs of employing Support Workers, travel to work or training. The level of Access to Work funding is decided through an assessment that takes place in your workplace. This assessment considers your sight, your working environment and the job tasks that you perform.

For more details please see the **Access to Work** factsheet. Details of where to find this factsheet can be found in Section 12 (Other factsheets in this series).

## 6. Contacts at work

You will undoubtedly know more about your condition than your colleagues will. It is therefore a good idea to gather as much information as you can.

### 6.1 Line Manager

Your first step should be to discuss your situation with your manager. If you are concerned that they may not be very supportive to you, then it is important to know your rights and the type of services that are available to you.

What happens next will very much depend on your individual circumstances. It may be that yourself and your employer require some specialist advice and guidance. An employment specialist with the expertise to understand your circumstances and make recommendations that enable you to continue and carry out your job role, can provide guidance with this.

## 7.Occupational Health

If you have recently experienced sight loss, your employer may refer you for an occupational health assessment. This assessment will assess your ability to do your current job and may advise the employer whether you are considered disabled under the Equality Act, meaning that the employer has a legal obligation to make reasonable adjustments. Undergoing an occupational health assessment can often cause a lot of worry for people as sometimes it is unclear why the assessment is taking place. If at any stage you are unsure as to what is going on or why something is happening, ask your manager or someone from your Human Resources department.

The key thing is not to panic about an occupational health assessment. If you know your rights and you know the services available to you then you can actively participate.

### 7.1 Human Resources

If you work for a medium or large employer there will be a Human Resources (HR) team who can offer you impartial support and advice. There may also be specialist Diversity or Disability Officers who will be able to assist you.

### 7.2 Trade union

If you have a Trade Union representative, you can ask them to attend a meeting to discuss your job role, whether the company recognises them or not.

## 8. Contacts outside work

### 8.1 General Practitioner

Your doctor can refer you to your local Low Vision Aid Clinic. You will be able to see a range of low-tech equipment, for example magnifiers and task lighting, at the clinic. Your doctor can also give advice on counselling.

### 8.2 Eye clinic

Some eye clinics have an Eye Clinic Liaison Officer who can advise you on services in your local area and provide initial practical and emotional advice and support.

### 8.3 Jobcentre Plus

In your local Jobcentre you will find advisers who can tell you about any schemes and funding which will enable you to stay in employment.

### 8.4 Social Services

Mobility, daily living skills and local support agencies can be reached through your local authority Social Services department. Telephone your local authority and ask to speak to a Social Worker or Rehabilitation Officer who can also be known as a ROVI in your area.

### 8.5 Local societies for blind and partially sighted people

Local societies offer various services to blind and partially sighted people. Each local society has a different range of services, so you should contact your local association for details.

The RNIB Helpline can put you in touch with your local society or you can visit [www.visionary.org.uk](http://www.visionary.org.uk) which is a membership organisation for local sight loss charities.

### 8.6 RNIB

RNIB offer a range of support services that can help you to retain your job.

#### RNIB Helpline

You can get information and advice on your current situation at any time by calling RNIB Helpline on **0303 123 9999** or email [helpline@rnib.org.uk](mailto:helpline@rnib.org.uk).

#### RNIB Emotional Support Telephone Service

This offers confidential telephone support, information and counselling to people who, because of sight loss, are experiencing emotional difficulties. This can give you time to talk about your situation and how you are feeling. The Emotional Support Telephone Service is accessed via the RNIB Helpline.

#### The RNIB Legal Rights Service

The RNIB Legal Rights Service is a specialist legal advice service. We hold the Community Legal Service Specialist Quality Mark - this is a quality assurance standard for legal advice providers.

We can give you information and legal advice about the Equality Act (or Disability Discrimination Act in Northern Ireland). In some situation’s we may be able to provide you with representation. This is a free service for blind and partially sighted people. We use a set of criteria to help us work out what cases we can support. You can contact us through the Helpline, details of which are given above. The RNIB Legal Rights Service produces a series of factsheets on the Equality Act, all of which are available in alternative formats. You can find them at

[www.rnib.org.uk/equalityact](http://www.rnib.org.uk/equalityact)

#### Leisure services

Leisure and recreation can be an important step to helping you stay in work. Taking up a new interest can increase your independence, boost your confidence and make you feel good about yourself. RNIB offer advice and information on leisure and recreation. A range of publications has been produced to help you make the most of your free time. Further information is available via RNIB Helpline.

## 9. Introduction to Access Technology

If you have recently experienced sight loss, you may not be aware of the range of access technology available to help you access computers and read printed documents.

### 9.1 Using a computer with low vision

There are many ways in which partially sighted people use computers. For some people the answer may be as simple as a larger monitor or changing the appearance of the programmes to display large fonts and icons or change the colour scheme. Other people will use a piece of magnification software to increase the size of a small part of the screen to fill the viewable area. Some people may want support from synthetic speech to read text to them.

### 9.2 Video magnifiers

Video magnifiers, or CCTVs as they are sometimes called, use a camera and a screen to magnify things electronically. They are mostly used for reading and writing but can help with any task where magnification would help. There are several kinds of video magnifier available, including models that can share a monitor with a computer, portable models, and units that can focus on distant objects such as signs and notice boards.

### 9.3 Using a computer with no vision

It is quite possible for someone with no useful vision to use a computer. Most blind computer users navigate through the system and control programs from the keyboard and have a screen reader to read text from the screen by synthetic speech. For those unable to use a standard keyboard there are adapted keyboards and voice recognition technologies available.

### 9.4 Digital voice recorders

People often need to be able to take down a quick message, write a note, etc. A digital voice recorder will allow you to record and store personal notes.

### 9.5 Reading aids

Blind people requiring access to print can use a scanner with optical character recognition (OCR) technology to convert print into electronic text that can then be read by synthetic speech technology.

### 9.6 Braille displays

Some blind computer users use a braille display to access the information on the computer screen. These can be used in addition to speech.

### 9.7 Braille embossers

If a blind person who also reads braille requires hard copy information (this could be to deliver a presentation, or to refer to at a meeting) this can be produced using a braille embosser and transcription software.

## 10. Staying in work checklist

If you are finding it difficult to do your job because of changes in your sight or working conditions you may benefit from some help to stay in work. Talking your situation through with your employer is important, but it is also advisable to seek guidance from external specialists. The purpose of this checklist is to help you think through your circumstances and prepare to discuss them with your employer.

### Step 1 – Expectations

What you would like to happen is the foundation on which everything else is based. What do you see as the full range of future options? These could include staying in your current job, moving part-time, starting a new job with a new employer, re-training, or medical retirement.

It is worth remembering that your employer has a duty to try to retain staff if they know about your disability.

### Step 2 – Gaining perspective

Although some aspects of your working life have become difficult, there are probably many other aspects that you can still carry out. To get a clear picture of what work-related activities you can and cannot do, try thinking about the following:

#### Physical and sensory

Seeing, hearing, lifting, talking, standing, walking, sitting, kneeling.

#### Mental

Memory, decision-making, problem-solving, concentration, planning, organising, prioritising.

#### Tasks

Repetitive work, working at speed, meeting deadlines, reading, writing, following instructions, using a computer or telephone, driving.

#### Contact with others

Working alone, working with others, working under supervision, supervising others, working with customers.

#### Work conditions

Fixed hours, variable hours, shift work, working indoors, working outdoors, bright or dim lighting.

### Step 3 – Your job – difficulties and solutions

Write down all the tasks and duties required in your job.

Write down everything you feel you are unable to do and take into consideration your duties, equipment, the work environment, contact with others (colleagues or customers), travel to work and work hours.

Is there anything not required in your present job that you feel you could offer? For example, something you do at home or other tasks at work.

Finally go back over everything you have mentioned as being difficult and see if you can complete a sentence that begins “I could do this in my present circumstances provided that….”

### Step 4 – Preparing to talk to your employer

You need to be clear what you want to get out of any meeting with your employer, and you also need to establish what your employer wants to get out of it. During the process of the first meeting you may wish to cover:

* aspects of your work that you are having difficulty with
* any ideas you have about how these difficulties could be overcome
* aspects of your work that you can do well, and any that you particularly enjoy
* any changes that you would like to make, bearing in mind your expectations.

Changes could include where you work, when you work or how you work. They could also include doing a different type of work, drawing on your existing interests, skills and experience.

If, through this discussion, you reach an agreement that satisfies everybody, you will probably not need outside help. However, it is likely that this meeting will be the beginning of a process involving Access to Work and an external employment adviser.

Your working circumstances may have changed as a result of Covid-19. There is more information in the factsheets below regarding this:

Going back to work for Employees:

<https://www.rnib.org.uk/sight-loss-advice/equality-rights-and-employment/going-back-work-during-coronavirus-employees-sight-loss>

Working from Home:

<https://www.rnib.org.uk/professionals/employing-blind-or-partially-sighted-person/working-home>

Five Steps to Making the Workplace Safer for Employees with Sight Loss:

<https://www.rnib.org.uk/professionals/employing-blind-or-partially-sighted-person/five-steps-making-workplace-safer-employees-sight-loss>

Risk Assessments Guidance for Employers, with a download of a Risk Assessment Factsheet:

<https://www.rnib.org.uk/professionals/employing-blind-or-partially-sighted-person/risk-assessment-guidance-employers>

## 11. Employing a Blind or Partially Sighted Person

If you are an employer, we can help you retain a current employee who is losing their sight, and we can help you to take on someone who is blind or partially sighted. Please find more information using the links below:

<https://www.rnib.org.uk/services-we-offer-advice-professionals/employing-blind-or-partially-sighted-person>

## 12. Other factsheets in this series

We also produce the following factsheets, which you may find of use:

* Access to Work
* Looking for work
* Self-employment
* Job seeking resources
* Trainee Grade Scheme
* Your rights in employment

All these factsheets can be found in electronic form at [www.rnib.org.uk/employment](http://www.rnib.org.uk/employment)

For print, braille, large print or audio, please contact our Helpline team on **0303 123 9999** or email [helpline@rnib.org.uk](mailto:helpline@rnib.org.uk)

**Factsheet updated: September 2020 and includes Covid related information added**